

City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title

Assistant City Manager - Operations

General Statement of Duties

Manages and oversees Building, Public Works, and other departments as assigned; provides assistance and support to the City Manager; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to manage and oversee the operations of Building, Public Works, and other departments as assigned; and to provide assistance and support to the City Manager. The work is performed under the supervision and direction of the City Manager, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over assigned City personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in general office and field environments.

Examples of Essential Work (Illustrative Only)

- Manages and oversees Building, Public Works, and other departments as assigned, including recommending, implementing, and administering programs, policies and procedures;
- Participates in the overall management of City operations, including providing guidance to operating departments according to the directives of the City Manager's Office; administers and coordinates City policies, programs, and activities;
- Provides assistance and support to the City Manager, including participating in the development, planning, and implementation of City goals, objectives, policies, and priorities; and acting as City Manager in the absence of same;
- Represents the City on matters related to Building, Public Works, and other departments as assigned, including participating on various boards, commissions, and committees; meeting with various groups to explain and justify City programs, policies, and activities; and negotiating and resolving difficult and controversial issues;
- Supervises, selects, trains, motivates, and evaluates department personnel, including providing and coordinating training, implementing disciplinary and termination procedures, and correcting performance/work deficiencies;
- Prepares and monitors budget for Building, Public Works, and other assigned departments;

- Prepares legal documents such as agreements, contracts, and agenda materials;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities
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- Comprehensive knowledge of pertinent Federal, State, and local laws, codes, and regulations;
- Comprehensive knowledge of principles and methods of municipal administration;
- Comprehensive knowledge of principles and practices of public relations and public information, program development and administration, and public/private negotiations;
- Comprehensive knowledge of research methods and sources of information related to public administration;
- Comprehensive knowledge of organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;
- Comprehensive knowledge of principles of supervision, training, and performance evaluation;
- Comprehensive knowledge of budget preparation and administration;
- Ability to interpret and apply Federal, State and local laws, codes, and regulations;
- Ability to administer a variety of municipal government programs and activities;
- Ability to provide administrative and professional leadership and direction for Building, Public Works, and other departments as assigned;
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services in Building, Public Works, and other departments as assigned;
- Ability to identify and respond to community, City Manager, and City Council issues, concerns, and needs;
- Ability to delegate authority and responsibility; plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel;
- Ability to select, supervise, train, and evaluate staff;
- Ability to prepare and administer a budget, and allocate limited resources in a cost effective manner;
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Ability to research, analyze, and evaluate new service delivery methods, procedures and techniques;
- Ability to negotiate and prepare agreements and contracts;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Business, Public Administration, or a closely related field;
- At least seven years of experience in management, supervision, and public administration relating to Building, Public Works, and/or other assigned departments.

Required Special Qualifications

- May require a valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in general office and field environments.